WITHHOLDING WEBFILE REGISTRATION INSTRUCTIONS

Thank you for choosing to electronically file your Income Tax Withholding Returns! The Office of State Tax Commissioner offers the following two methods to electronically file your Withholding Returns *(Form 306)*:

- **Withholding WebFile**. The withholding return is submitted over the Internet and payment is made by an ACH Debit transaction. Under this payment method, the employer authorizes the State of North Dakota to electronically transfer the tax payment from the employer's bank account to the State's bank account.
- **Withholding E-File**. The employer instructs its bank to make an ACH Credit payment to the State of North Dakota. The ACH Credit payment is also the return. Under an ACH Credit, the employer contacts its bank and requests it to make an electronic payment to North Dakota with sufficient information to identify the payment as an income tax withholding return.

Employers that elect to file income tax withholding returns electronically must follow the following three-step registration process. Registration informs the Tax Commissioner's Office that you elect to file electronically, identifies the filing method you choose (WebFile or E-File), and provides the necessary bank information for an ACH Debit transaction if you choose to WebFile.

Important Note: You will not be able to file a return the same day you begin the registration process. You must allow time to receive an authorization code in the mail. If you select E-File (ACH Credit), you must also successfully submit an ACH Credit prenote (test transaction) prior to filing a return.

STEP 1 North Dakota Login ID *(If you already have a ND login ID, proceed to step 2.)*
  A. Go to *www.nd.gov/tax*, click on *Income Tax Withholding*, then *Electronic Filing*, and then the **Access WebFile** link. Or, go directly to the WebFile *https://secure.apps.state.nd.us/tax/ withholding/webfile/main.htm*.
  B. Once you are on the WebFile site, click on the **Register Now** link located to the right of the *Login* button.
  C. Immediately after you register for a Login ID, you will receive a confirmation e-mail. *You must follow the instructions in the confirmation e-mail*.
  D. Click on the link in the confirmation e-mail. Your Login ID and password are ready to use.

STEP 2 Register Account
  A. Log on to WebFile using your Login ID and password.
  B. Enter your eleven digit account number. Your account number is your Federal Employer Identification Number plus a two digit suffix. [example: 12345678901]. Click Continue.

C. Enter an e-mail address and select a Filing/Payment method. If you choose ACH Debit (WebFile), you must also provide your bank account information.
D. Enter an individual's name in the "Attention Name" line. An authorization code will be mailed to this person's attention.
E. After you click the Submit button, you will see a page that confirms your registration.
   *Note: If you have more than one account to register, click on the **Register Another Account** link.*
F. You will be able to complete Step 3 once you receive an authorization code. Our office will mail the authorization code to the mailing address we have on file for the account.

STEP 3 Complete Registration *(You must have your authorization code to complete Step 3.)*
A. After receiving your authorization code, log on to the WebFile, using your Login ID and password.
B. Scroll to *Complete Registration* and enter the account number and authorization code.
C. To complete the registration for more accounts, click the *Main Menu* button and select the *Complete Registration* option.

Once you have completed Step 3, you have access to all the on-line features of WebFile or E-File. WebFile allows you to file returns, view previously filed returns, update payment information, obtain authorization codes for additional users, or remove access of existing users. E-File provides all the same features except returns may not be submitted on-line because you have chosen to file by ACH Credit.

Instructions for using North Dakota Income Tax Withholding WebFile can be found in the WebFile Guideline on our web site at *www.nd.gov/tax/indwithhold/elecfiling*. The guideline will be available by September 15, 2006.

If you have any questions about the WebFile system, or if you need assistance in completing the steps outlined above, please call our office at 701-328-3470 or e-mail us at withhold@nd.gov.